
Office of Legacy Management (LM)
Business Center

**Records Warehouse Operations
and
Records Storage for
External Customers**

Karen Hatch, CRM

April 2012



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Overview

- Introduction
- LM Business Center Video
- LM Business Center Records Storage Facility
- Records Storage Services for External Customers



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Record Management Focus

Mission:

To fulfill the Department's post-closure responsibilities and ensure the future protection of human health and the environment.

Goal 2:

Preserve, protect, and share records and information

- LM uses records and information to fulfill stakeholder requests for information, including:
 - Freedom of Information Act (FOIA)
 - Privacy Act (PA)
 - Energy Employee Occupational Illness Compensation Program Act (EEOICPA)
 - Routine requests for federal employees and their contractors

LM Business Center Records Storage Facility

- State of the art records storage facility opened in 2009
- Certified as an official repository for federal records by National Archives and Records Administration (NARA)
- Environmentally controlled storage
- Managing 62,000 cubic feet of federal records for closure sites
- Located in Morgantown, West Virginia



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

December 24, 2009

Claiborne Williams
FD Partners, LLC
1300 Wilson Boulevard Suite 910
Arlington, VA 22209

Dear Mr. Williams:

We have reviewed the materials you've submitted regarding the Department of Energy Office of Legacy Management records storage facility in Morgantown, West Virginia. Based on our review of that material, we have determined that the new facility is in compliance with the 36 CFR 1234 standards (previously known as 36 CFR 1228, Subpart K) and is approved for use as a federal records storage facility for your agency in accordance with 36 CFR 1234.30(a)(1). We reserve the right to schedule a visit by one of our engineers to do a final verification that the facility was constructed in accordance with all of the submitted information.

If you have any questions regarding this matter, please contact Rick Blondo at rick.blondo@nara.gov or on (301) 837-1844.

Sincerely,

A handwritten signature in black ink, appearing to read "RJ", with a stylized flourish at the end.

RICHARD JUDSON
Director
Space and Security Management Division



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LM Business Center Location

- Miles from Morgantown

Baltimore, MD	225
Chicago, IL	528
Cleveland, OH	208
Columbus, OH	205
New York, NY	393
Oak Ridge, TN	446
Pittsburgh, PA	77
Philadelphia, PA	327
Washington, DC	218



- Easy access to interstate highway system
- Close proximity to several major U.S. cities



LM Business Center Security Features



- Level III secure facility
- Department of Homeland Security officers
- Perimeter fencing
- Security cameras (19)
- Key card access control
- Emergency generator power



Records Management Staff

- Diverse expertise in records management:
 - Certified Records Managers
 - Librarians
 - Archivists
 - FOIA/PA specialists
 - Warehouse Operations specialists
- NARA Certificate of Federal Records Management Training
- Regularly attend NARA courses, ARMA International, etc.



LM Business Center Warehouse Operations

- Secure, safe shipment receiving area
- Incoming and outgoing shipments received from 8:30 a.m. to 3:30 p.m.
- Accommodates various types of delivery vehicles



LM Business Center Records Storage Inventory Process

Box Receipt

Boxes Are Received



Boxes Are Weighed

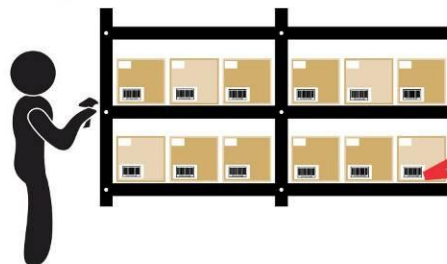


A Tracking Label with a Barcode Is Affixed to the Box



Box Inventory Management System

Box location is tracked – whether on a shelf, checked out to a requester, or awaiting reshelving.
All critical information is captured.



Services Provided to Our Customers

60,000 cubic feet available for customer storage

- LM provides:
 - Storage for inactive, unclassified temporary paper records
 - Box retrievals
 - Destruction services



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Customer Storage Requirements

Signed agreement between LM and customer

- Transferring organization provides:
 - Completed LM-135 Records Transmittal Form
 - Index for each accession
 - Manifest for all shipments
 - Payment for shipping costs
 - Coordination of initial shipping and box returns
 - Records in NARA standard boxes
 - Scheduling using NARA-compliant schedules



Contact Information

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